

PURPOSE:

The purpose of this guideline is to establish rules to govern the use of and conduct in the bunkroom and appurtenant facilities so as to provide a safe, clean, effective and fair environment for use by firefighters.

SCOPE:

This policy shall apply to all volunteer and paid personnel, no matter what classification, rank, or office a member or employee may hold.

GENERAL:

The Chief and/or Deputy Chief and/or Designee shall assign use of the bunkroom and appurtenant facilities for duty crews, stand by crews and other exigent circumstances as deemed necessary and proper. No member shall be permitted to use the bunkroom without the Chief's/Deputy Chief's/Designee's authorization.

- No unauthorized personnel shall be permitted in the bunkroom and appurtenant facilities (showers, kitchen, bathroom, sleeping areas, clothing washing and drying room, etc.), hereinafter collectively referred to as the "bunkroom";
- Only Riverside Fire Company No. 1 members shall be permitted in the bunkroom;
- No members of the public, guests, family, etc., shall be permitted in the bunkroom;
- No junior members shall be permitted in the bunkroom;
- No smoking, eating or drinking shall be permitted in bunkroom sleeping area;
- No member shall stay in the bunkroom while under the influence of alcohol or controlled substances;
- No use of candles, incense or any personal cooking/heating devices are permitted in the bunkroom;
- Storage of any unlawful or illegal items within the bunkroom is prohibited;
- Clothing lockers will be kept clean at all times and all personal property shall be kept in assigned lockers;
- Use of any other member's personal property without specific permission of that member is prohibited;
- Only one (1) person shall occupy a bunk at all times;
- Turnout gear will not be allowed in the bunkroom;
- Members are responsible to ensure the security of their personal belongings as much as possible;
- Locks may be used on lockers, dressers, etc., as deemed appropriate by the member;
- Members are encouraged not to leave money or other valuables unsecured as much as possible;
- Noise or light from electronic devices are to be kept to a minimum and not used if any other member is sleeping, if requested;
- Members sleeping in past their assignment must respond to emergency alarms if authorized to use the bunkroom;
- Members are expected to respond to emergency alarms if authorized to use the bunkroom;
- All bedding shall be stripped and cleaned at the conclusion of assignment;

- If a member will be using the bunkroom for more than one (1) night, said member shall make the bunk each morning;
- Bunks shall not be utilized without linens;
- Any type of sexual activity shall be strictly prohibited;
- Members must maintain a high level of personal hygiene at all times. Members must shower daily;
- The bunkroom shall be kept neat and orderly;
- Members shall not permit dirty clothing to accumulate in the bunkroom generally and in lockers;
- All articles of clothing shall be stored, placed or hung in a neat manner; and
- At all times, and specifically after 2100 hours, a member shall expect to occupy a bunk with minimal disturbance. Common courtesy shall be shown to members occupying bunks.

Violation(s) of this Policy will be enforced by the Chief/Deputy Chief/Designee pursuant to the Fire District's discipline policies.

1st Reading: July 26, 2023

Effective Date: August 23, 2023

2nd Reading: August 23, 2023

Revision Date: